




THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE-PRESIDENT

MEMORANDUM

TO : DIVISIONS, DEPARTMENTS, PROGRAM AND BRANCHES
THE NAVAJO NATION

FROM : 
Ben Mahuelito, Department Manager III
Fleet Management Department

DATE : October 19, 2017

SUBJECT : Personnel Action Form (PAF) - Fleet Management

For fiscal year 2018, Fleet Management will be requesting for Rusco fuel cards when a Personnel Action Form (PAF) is presented for clearance from Fleet Management.

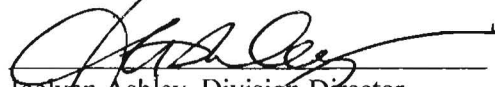
Fleet Management is requesting that the affected employee surrender their assigned Rusco fuel card when presenting the PAF for Fleet's clearance. This applies to all affected employees facing separation of employment from the Navajo Nation by resignation, retirement, termination/discharged, and ending temporary employment.

Typically, various support staff from the different divisions, departments, programs, and Branches will bring a PAF to Fleet for signature at separation of employment and Fleet has been signing these PAFs without taking any action, however now Fleet is requesting that the affected employee's assigned Rusco fuel card also be surrendered.

Should you have any questions concerning the foregoing, please do not hesitate to contact our office at your earliest convenience.

Thank you for your understanding and cooperation.

CONCURRENCE:


Joelynn Ashley, Division Director
Division of General Services